



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following position for the St. Croix District:

Rental Housing Coordinator

The Rental Housing Coordinator assists with the property management functions of the Division of Rental Properties and Emergency Housing Program in accordance with policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ⇒ Maintains well-documented tenant files and related documentation regarding application intake, tenant recertification and continuing eligibility in accordance with policies and procedures.
- ⇒ Accepts applications and maintains waiting list and files in accordance with approved policy.
- ⇒ Coordinates the moving of tenants into Emergency Housing.
- ⇒ Assist Manager of Rental Properties to ensure units are decent, safe, and sanitary. Assist with timely property inspections, including move-in, move-outs and housekeeping in accordance with established standards. Documents and reports all deficiencies, prioritize repairs and follow-up with appropriate personnel to ensure the timely completion of all repairs.
- ⇒ Assisting Manager of Rental Properties by preparing and maintaining accurate records and reports, including, but not limited to rent rolls, rent adjustments, tenant list, delinquency reports, list of vacant units and transfer requests.
- ⇒ Enforcement of timely payment of monthly tenant rents. Actively pursue collection of delinquent accounts in accordance with established procedures.
- ⇒ Assist with enforcement of lease violations and takes appropriate action.
- ⇒ Performs various administrative/clerical duties in support of office operations including composing, typing, copying, and filing correspondence, memo, letters, work orders, procurement correspondence, preparing mailings/transmittals and sorting and distributing incoming mail.
- ⇒ Schedules and arranges meetings and conferences to include notifying interested parties, preparing agenda, taking minutes, arranging travel for staff and scheduling transportation.
- ⇒ Performs various administrative/clerical duties in support of office operations including composing, typing, copying, and filing correspondence, memo, letters, and legal documents, preparing mailings/transmittals and sorting, and distributing incoming mail.
- ⇒ Assists with developing, revising, and maintaining all forms necessary to properly conduct all admission functions, including, but not limited to application forms, tenant selection, screening, and verification forms.
- ⇒ Keeps tenants abreast of policies and procedures via meetings, newsletters, etc.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ Bachelor's Degree from an accredited college or university in Business Administration, Public Administration, Social Sciences, or related field preferred
- ⇒ 1-3 years of experience in property management; Equivalent combination of education and experience
- ⇒ Knowledge of Excellent communication skills - oral, written and listening; Ability to define problems, collect data, establish facts and draw valid conclusions; Ability to take initiative, work independently, and utilize creative skills to resolve issues; Computer literate to include Microsoft Word, Excel and Outlook; Ability to be flexible and work under pressure; Ability to work harmoniously with other agency personnel; Ability to maintain confidentiality in all assignments; Ability to analyze data and perform multiple tasks; Exhibits a participatory management style with focus on team building; Effective leadership skills, ability to organize workload, delegate tasks, provide guidance to staff and follow-up on issues related to program management. A valid Virgin Islands Driver's license.

SALARY: \$41,600.00 - \$56,160.00 per annum depending upon qualifications

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, and resume/vitae. **During the Stay-at-Home period, application packages will only be accepted electronically at hr@vihfa.gov.** Signed original documents will be accepted at our Office later. Employment applications can be downloaded from our website at www.vihfa.gov.

Deadline for submittal of application package is Friday, December 16, 2022; however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer